

# Administrative Units Program Review Year Five Update - Bookstore Latest Version

This cycle is for Administrative Units to complete the Year Five Update of the Program Review cycle.

## Administrative Units Program Review Year Five Update

### 1. Program Update : Version by Estrada, Robert on 01/16/2022 02:55

#### 1a. Describe any important changes or updates within your program since the 2019-2020 Program Review Year 3 Update. (staffing changes, program changes, etc.)

The Bookstore moved into an amazing new space located in the new Student Union Building on the Pittsburg campus in Spring 2020. Despite a significant pandemic related delay, a new Bookstore will be coming online at the new Brentwood Center in Spring 2022. There have been no recent changes in Bookstore staffing, which consists of four full time employees: Book Buyer, Bookstore Supply Buyer, Bookstore Operations Assistant, and Bookstore Manager. With the addition of a new Bookstore, additional staffing needs will likely need to be considered in the future.

#### 1b. Provide a brief update on the timeline for your program's goals as listed in your Program Review Year Three Update. If your program's goals are in progress or modified, please be sure to include action steps and responsible parties.

Goal #1: The LMC Bookstore Manager & Book Buyer will meet with various LMC faculty groups to discuss Inclusive Access and determine the level of interest with the goal of making a decision to move forward or abandon this goal no later than Spring of 2023.

Goal #2: The LMC Bookstore has successfully increased food options for students and increased revenue in this category. We will continue to do so as we are currently the primary food service on campus.

Goal #3: This goal was put on hold due to the pandemic but will likely be revisited in 2023.

Goals and Objectives		Modified	In Progress	Abandoned	Completed
Goal 1. Strengthen a culture of equity, diversity, inclusion, and racial justice. (District #2 and #4)					
Goal 2. Increase and maximize equitable opportunities for students to successfully complete courses and programs. (District #1 and #2)					
Goal 3. Increase opportunities that will prepare students to enter high-demand and living-wage occupational fields. (District #3)					
Goal 4. To better support students in accomplishing their academic and career goals – from entry to completion/transition – and to enhance course-level and program-level achievement, expand and deepen educational, workforce, and community partnerships. (District #3)					
Goal 5: Effectively utilize institutional resources to meet the needs critical to the College mission. (District #4 and #5)					
<b>Recommended Actions</b>	Goal 1: Develop an Inclusive Access program on campus The LMC Bookstore Manager consulted with an Inclusive Access partner and approached District Office IT with the suggestion of piloting an Inclusive Access program to save students money and give them access to course materials on the first day of class. Executive Vice Chancellor Mojdeh Mehdizadeh consulted with Academic Senate and responded that they are not interested in pursuing Inclusive Access at this time. We are attempting to educate faculty on IA and suspect that if faculty ask for it, the response from D.O. may be different.	0 linked SLOs			
	Goal 2: Develop additional revenue streams. As textbook revenue declines, we are looking at additional revenue streams and have added new products such as sandwiches, yogurt, cheese, pasta and other food items that we have not previously carried. This has been a successful strategy and we have seen a revenue increase in this category. We continue to consider other merchandise options.	0 linked SLOs 0 resource requests			
	Goal 3: Conduct an annual customer service survey. The Bookstore Manager has researched survey methods and the Bookstore staff are in the final stages of determining which survey questions are needed to obtain the relevant information to improve Bookstore services and merchandise offerings. We anticipate sending the survey in late Spring 2020.	0 linked SLOs 0 resource requests			

### 2. Vision for Success Goals Update : Version by Estrada, Robert on 01/16/2022 02:55

#### 2a. The following table lists the Vision for Success indicators that we must align to as a College and as a District. Please look at your program data (Tableau) for each of the following Vision for Success indicators. Please address all indicators that are relevant to your program and provide a status update on your program goals from your Program

Review Year Three Update. Please include action steps if your goal(s) has been modified and an explanation if your goal(s) has been abandoned. \*

**\*NOTE - Please copy and paste the table below in your response and complete accordingly.**

Vision for Success Indicators and ACCJC Indicator	Program Set Goals (from PR Year 3 Update)	Status (Indicate Modified, Completed, or Abandoned)	Timeline	Responsible Parties	Action Steps/ Explanation
Course Success					
Degrees ( AA, AS, ADT)					
Certificates of Achievement					
Unit Reduction					
CTE Jobs					

The LMC Bookstore provides support for the entire college including all students. As such, much of the work indirectly supports the goals in this section.

Therefore, it is proposed that that during the next program review the form is revised to exclude section 2a. and 2b. for Admin units and either replaced or expanded to include a method for allowing operational units to describe their work that supports the overall college goals.

**2b. The Vision for Success Goal 5 - Equity is designed to reduce the equity achievement gap on course success for disproportionately impacted (DI) student populations. The College has identified the following three disproportionately impacted (DI) populations: African-American, economically disadvantaged students (low income), and foster youth students.**

**Please review your program data (Tableau) for each of the aforementioned DI populations, and provide a status update on your program goal(s) for your previously selected DI population(s) in your Program Review Year Three Update. If your goal(s) has been modified please include action steps and if your goal(s) has been abandoned please provide an explanation.\***

**\*NOTE - Please copy and paste the table below in your response and complete accordingly.**

Course Success by DI Population	Program Set Goals (PR Year 3 Update)	Status (Indicate Modified, Completed or Abandoned)	Timeline	Responsible Parties	Action Steps/ Explanation
African American					
Low Income					
Foster Youth					

The LMC Bookstore provides support for the entire college including all students. As such, much of the work indirectly supports the goals in this section.

Therefore, it is proposed that that during the next program review the form is revised to exclude section 2a. and 2b. for Admin units and either replaced or expanded to include a method for allowing operational units to describe their work that supports the overall college goals.

## Impact of Resource Allocation